



Embassy of the United States of America

Guatemala City, Guatemala
February 10, 2009

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-GT500-09-R-0010 Health and Life Insurance Services

The Embassy of the United States of America invites you to submit a proposal for customized **Health and Life Insurance Services for the United States Mission Guatemala.**

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the **Contracting Officer Ana P. Baide at Avenida Reforma 7-01, Zona 10, Guatemala 01010, Guatemala** on or before **17:00 hours (local time) on March 16, 2009.** No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

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| 1. SF-33 | 2. Section B, Pricing Schedule |
| 3. Section B, Retention Amounts in B.3 and B.7 | 4. Section K, Representations and |
| 5. Additional information as required in Section L. | Certifications; |

Direct any questions regarding this solicitation to **Procurement Supervisor Sergio E. Alemán,** by letter or by telephone **(502) 2326-4601** during regular business hours.

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,



Ana P. Baide
Ana P. Baide

Contracting Officer